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: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D.C.  
:  
:  
: NUMBER 210

January 9, 1950

# PMA PROCEDURE TRANSMITTAL

## NOTICES

PERSONNEL DESIGNATIONS: Effective January 3, 1950, Mr. Roy W. Lennartson was appointed Deputy Assistant Administrator for Marketing to succeed Mr. S. R. Newell who now heads the USDA's Crop Reporting Board. Mr. Hermon I. Miller was appointed as an Assistant Director of the Poultry Branch to succeed Mr. Lennartson.

Mr. J. W. Brainard has been named Assistant to Administrator Trigg on crop insurance.

## NEW AND REVISED INSTRUCTIONS

113.1  
EXHIBIT A  
Page 1  
Change

PMA STATE CHAIEMEN: Change the address of the Idaho PMA State office to 1524 Vista Street, P. O. Box 4068, Boise, Idaho.

Change the name of the Kansas PMA State Chairman from Glenn H. Johnson to Emmet Womer.  
DISTRIBUTION: A, B.

218.1  
Pages 7, 8  
and 23  
9-22-49  
Revised  
12-22-49

PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT VOUCHERS: Pages 7 and 8 have been revised and paragraph X, page 23, has been added to include expenses in connection with travel in foreign countries. At the bottom of page 22, delete "Attachment - Exhibit A" and the asterisks. Insert the attached pages 7 and 8, revised 12-22-49 and page 23, (added) dated 12-22-49. DISTRIBUTION: A, B.

310.8  
12-22-49

EMPLOYMENT OF HANDICAPPED PERSONS: This instruction outlines the PMA policy with respect to the employment of handicapped persons. DISTRIBUTION: A, B. (Distributed Separately).

356.2  
12-22-49

MEMBERSHIP IN EMPLOYEE AND OTHER ORGANIZATIONS: This instruction outlines the PMA policy with respect to membership of employees in organizations or associations of employees. DISTRIBUTION: A, B (Distributed Separately)

610.4  
12-15-49

RESPONSIBILITIES OF CONTRACTING OFFICIALS AND OTHERS WITH RESPECT TO DOCUMENTATION OF CONTRACT INTERPRETATIONS: This instruction details the responsibility of contracting officers and other PMA employees with respect to contract interpretation and requires the recordation of certain conversations and conferences with contractors. DISTRIBUTION: A, B. (Distributed Separately).

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DISTRIBUTION: A, B.

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